

Telemedicine Engineering Training at APAN43 in Delhi, India February 12 (Sun)- 17 (Fri), 2017

- Outline for **Trainees** -

Aim

1. How the telemedicine event is realized
(Flow of all staff: doctors, engineers, coordinators and all)
2. Required quality level for telemedicine
3. Teleconferencing systems
4. Technical preparations and teamwork
5. How to work on problems
6. To deepen friendship in medical community

Requirements

1. Make the report (A4 size paper) with photos about your achievement in the training program.
2. Attend the engineering workshop on Feb 16 & 17 (Thu & Fri) as a presenter/commentator.
3. Attend all sessions

Schedule

Feb 11 (Sat) : Arrive in Delhi, India
Feb 12 (Sun) : Venue set up
Feb 13 (Mon) - 16 (Thu) : Join medical working group sessions
Feb 16&17 (Thu&Fri) : Join the workshop
Feb 17(Fri) night or 18(Sat) : Leave Delhi

Support

1. Round-trip air fare (discounted, economy)
2. Accommodations
3. Registration fee
4. Visa supplication fee

- Contents of Training -

1. Session in Charge: act as chief / venue engineer

Engineer's workflow (as a format)

~1 month before

- TEMDEC inform you the session you will be in charge and mailing list of all session's engineers .
- Please check which sessions you will be in charge.
- Chief engineer contact with the organizer to start the collaboration.
- Engineers start to communicate and work with the engineers, who is in charge of the same session.

~2 weeks before

- Chief engineer decide the system to be used.
- Chief engineer make a schedule for test.
- Chief engineer decide a chatting system during session.
- Chief engineer send technical announcement such as how to connect, schedule for test and chatting system during session to the mailing list.

1 week before

- Chief engineer organize connection tests for the session.
- Venue engineers join to the test.
- All engineers help solve the problems in all participating sites.

APAN week

- Brief and explain to team members about the setup, configuration of the Network, Audio System and Video System control.
- Assign team members roles and responsibilities to particular system.
- Prepare for the incident during the session, control the MCU, communicate by chat with engineers in each sites.

An example of table of session engineers

Aug	10 Mon	11 Tue	12 Wed	13 Thu	14 Fri
9:00–10:30	test	Plenary	Health1	Tech	Plenary
			Choi(C1), Chiang(C2,V)	Chiang(C,V)	
11:00–12:30	test	Health2	HPB	MIS	General
		Choi(C1), Chiang(C2,V)	Junghun Lee(C1,V?) ,Kudo(C2), Inho Lee(V?)	Wiraphon(C1,V), Chakaphan(C2,V), Houkabe(C3)	
12:30–14:00	-	-	-	-	-
14:00–15:30	test	Fetus	AIG	Indonesia	
		Albert(C), Tomimatsu(V)	Mohan(C1), Satya(C2,V), Minh(C3,V)	Tomimatsu(C1,V), Houkabe(C2),	
16:00–17:30	test	ILBS	Endosc	Training	
		Dinesh(C1), Minh(C2,V)	Tomimatsu(C1,V), Houkabe(C2)		

C,C1,C2,C3: Chief engineer, V: Venue local engineer

2. Other sessions : monitoring and troubleshooting

Workflow

~1 month before

- Engineers will be divided to groups. Each members of the group will be in charge about network, audio, image etc.. as following table.
- Please check which group you will be belong to.

APAN week

- Please act and work with your group members, by leadership of group leader.
- Study the setup of network, audio system and video system used for the event. Please ask if you are unsure about the setup or configuration and control.
- Do not connect to the conference without chief engineer's permission for monitoring.

Groups and to do

Group Name	To do
Network	<ul style="list-style-type: none"> ● Monitor the connectivity ● Test (Ping, routing etc.) ● Troubleshoot
Audio	<ul style="list-style-type: none"> ● Monitor the audio quality (Balance, echo, noise, smoothness) ● Troubleshoot
Image	<ul style="list-style-type: none"> ● Monitor the image quality (Noise, smoothness, brightness) ● Troubleshoot
Presentation	<ul style="list-style-type: none"> ● Monitor the image quality (Noise, smoothness) ● Troubleshoot
Streaming	<ul style="list-style-type: none"> ● Monitor the streaming (connectivity, audio image quality) ● Troubleshoot

3. To deepen friendship in medical community

- Please be positive, communicate each other and mix around.
- If you have something worry about, please ask your group leader.

